


## Instructions to access and use Automated PM Forms

- 1) Enter the iPM application at the following link:  
[http://isyp/development/dev\\_search.asp](http://isyp/development/dev_search.asp)

- 2) Enter the UPC of choice.


The screenshot shows the homepage of the Virginia Department of Transportation's Integrated Project Manager. The header features the VDOT logo with the slogan "We Keep Virginia Moving" and navigation links for "Q & A", "Feedback", "User's Guide", and "About". Below the header is a search bar with tabs for "Project Search" (highlighted), "iPM Reports", and "myiPM". The main form area includes dropdown menus for "District" (set to "All Districts"), "County" (set to "All Counties"), "Road System" (set to "All Road Systems"), and "Projects" (set to "Projects"). There are also radio button options for "Counties", "Res.", and "Cities/Towns". Below these are input fields for "Route", "State Proj. #", and "UPC" (which is circled in red). To the right of the "UPC" field are "Search" and "Reset" buttons. At the bottom, a blue banner displays "Project Search Results (3844 projects found)" followed by a table with columns: "State Project #", "Description", "Route", "UPC", "District", "Ad Date", and "Proj. Manager".


- 3) Select the “Project Documents” tab, then select the “PM Forms” button.



Virginia Department of Transportation  
**We Keep Virginia Moving**


**Integrated Project Manager**


[Q & A](#)
[Feedback](#)
[User's Guide](#)
[About](#)


 **POOL**


 **iPM**


 **PCES**

 **SCHEDULE**





 **SYP**

 **DASHBOARD**

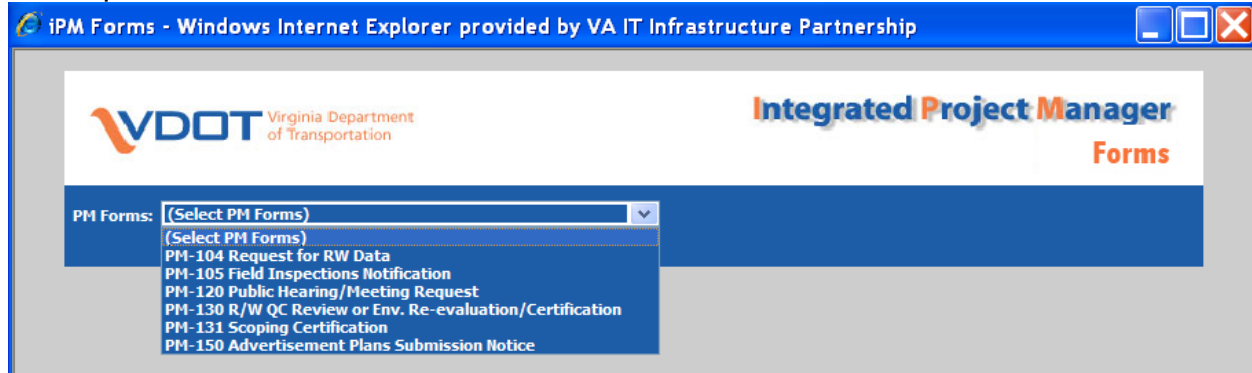
 **MAP**



UPC:

Project Information	Project Documents	Communication & Divisions	Action Items
<div> <div> <div>Summary</div> <div> <div>UPC</div> <div>18944</div> </div> <div> <div>State Project #</div> <div>7095-964-115,P101, R202, C502, B693, B601, B602, B695, B696, B699, B692, BRDGS, B694, B603, B697, B698</div> </div> <div> <div>Project Purpose</div> <div>Bridge replacement / rehabilitation of the decks and superstructures along the I-95 Corridor from Lombardy St. to Upham Brook.</div> </div> <div> <div>Project Manager</div> <div><a href="#">Steven McNeely</a></div> </div> <div> <div>Description</div> <div>RTE 95 - BRIDGE REHABILITATION</div> </div> </div> <div> <div>Document:</div> <div><input type="text" value="All"/></div> <div>Phase:</div> <div><input type="text" value="All"/></div> </div> <div> <div>  Search            Upload            CEDAR Documents            PM Forms         </div> </div> </div>			

- 4) Once the “PM Forms” window displays, select the Form of choice included on the drop-down list.



- 5) The selected Form “Template” will open. Enter information onto the Template as appropriate to complete the Form.
- 6) Save a .pdf version of the Form using the “Print/Save” button at the bottom of the Template.
- 7) Upload the completed Form (.pdf version) to “iPM Documents” using the iPM Document Upload process.